



Board of Library Trustees Regular Meeting
Jeanette Spillman Westhoff Story Room B
Main Library, 700 N. North Court, Palatine, IL
September 21, 2021
Immediately following public hearing

Minutes

1. Call to order

President Snyder called the meeting to order at 7:03 p.m. Secretary Westhoff was absent. Trustee Snyder appointed Trustee Boland secretary pro tempore at the public hearing preceding the board meeting.

2. Roll call/Trustee requests to attend meeting via electronic means

Upon roll call, Trustees Boland, Brauer, DeRosa, Jefferson, Snyder, and Vanderhoek were present. Trustee Westhoff was absent.

3. Approval of agenda

Trustee Vanderhoek added an agenda item under Unfinished Business, 7.a.ii Approval of Change Order No. 3. Trustee Vanderhoek moved, seconded by Trustee Brauer, to approve the agenda as amended.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, and Vanderhoek
Nays:	None
Abstain:	None
Absent:	Westhoff. Motion carried.

4. Introduction of visitors

Also in attendance were Assistant Director Melissa Gardner, Finance Manager Mary Myers, Youth & Teen Services Manager Kathy Burns, Youth & Teen Services Librarian Kaitlin Mathers, Human Resources Associate Karla Nora, Technology Associate Rolando Medrano, Engberg Anderson Architects representative Kristin Richardson, Friends of the Library representative Meg Cipar, Palatine Library Foundation representative Ed Kerr, and member Emilie Cheng.

5. Public comment

None.

6. Liaison reports

a. Friends of the Library

Friends Treasurer Meg Cipar reported that the Friends will resume the monthly book drop-offs on the last Saturday of the month. The next large regular sale will be November 12-14. It will be a combination of the fall sale and holiday sale.

b. Palatine Public Library District Foundation

Trustee DeRosa reported that the Foundation met on September 16. The Foundation's priority is fundraising with naming opportunities and its goal is \$373,000. Three donors have been approved for total donations of \$30,000. Foundation members are meeting with other potential donors. The Foundation's Giving Tuesday event will support the 1000 Books Before Kindergarten program.

c. RAILS/ILA

Trustee Boland reported there are two RAILS strategic plan member town hall meetings on Tuesday, October 5, from 1:00 to 3:00 p.m. and on Monday, October 18, from 9:30 to 11:30 a.m. The Illinois Library Association (ILA) conference will be held virtually on October 12-14, and three Trustees are attending.

7. Unfinished business

a. Renovation Update

i. Main Library

Assistant Director Melissa Gardner provided an update on the renovation which is near the end. There is a Change Order No. 3, which includes additional work to add upgrades for Meeting Room 3 and the board room. Kristin Richardson reviewed the final costs to remove and patch book drops, replace carpet in elevator, adjust lighting controls, add a custom cage and glycol system, and complete ADA ramp repairs for a total of \$35,961.98. Trustee Brauer advised there was a calculation error in the total and it should be \$35,974.06. There was discussion regarding the shared costs of the ADA ramp repairs.

Executive Director Jeannie Dilger arrived at 7:15 p.m.

ii. Approval of Change Order No. 3

Trustee Vanderhoek moved, seconded by Trustee Brauer, to approve Change Order No. 3 in the amount of \$35,974.06, as amended.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, and Vanderhoek
Nays:	None
Abstain:	None
Absent:	Westhoff. Motion carried.

b. Branch renovation update

Executive Director Dilger reported that the Library has solicited bids for one contractor for both branches. There will be one alternate bid for lighting. There was an optional pre-bid meeting last week with roughly fifteen contractors attending. Forty contractors pulled drawings, and bids are due Wednesday, September 29, with the bid opening this same day. Kristin Richardson and Dan Eallonardo will do the scope review of lowest bidder. Recommendations will be provided at the October regular board meeting.

c. Garage repairs update

Executive Director Dilger reported that the contractor is working on the Library entrance side of the garage so the traffic pattern in the parking garage has changed and many Accessible Parking spaces are now unavailable. The lower level of the parking garage has been closed off because of lighting issues. The Library hopes to open Accessible Parking in the east and west lots and near the new north entrance soon. The garage work is expected to be finished in November.

The garage lighting project has not yet gone out for bid but should be ready soon. Due to the rusted and damaged conduit, the Library needs to replace all of the conduit and lighting on the lower level. It is estimated to cost \$171,346 for linear lighting.

d. Naming opportunities update from Foundation

Ed Kerr, President of the Palatine Library Foundation, addressed the board regarding the following concerns: 1) policy of prohibiting Library Trustees from donating for naming opportunities, 2) clarification on criteria for accepting donations, and 3) clarification of solicitation goals. Trustees advised they will look into the concerns further and decide how to move forward. Trustees discussed recent policy changes and procedures regarding naming opportunities. Mr. Kerr was encouraged to attend the next Policy Committee meeting and to email his

points to trustees for consideration at the next board meeting.

8. New business

a. Adoption of Budget and Appropriations Ordinance 2022-01

Trustee Vanderhoek moved, seconded by Trustee Brauer, that Ordinance 2022-01, an ordinance providing for the budget and appropriations of the Palatine Public Library District, Cook County, Illinois, for the fiscal year beginning July 1, 2021, and ending June 30, 2022, be adopted as presented.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, and Vanderhoek
Nays:	None
Abstain:	None
Absent:	Westhoff. Motion carried.

b. Authorization of interfund transfers

i. Transfer of \$700,000 from corporate fund to special reserve fund

ii. Transfer of \$43,000 from corporate fund to tort immunity fund

iii. Transfer of \$666,041.47 from corporate fund to bond fund.

Trustee Vanderhoek moved, seconded by Trustee Jefferson, approval of the transfer of \$700,000 from corporate fund to special reserve fund, the transfer of \$43,000 from corporate fund to tort immunity fund, and the transfer of \$666,041.47 from corporate fund to bond fund as presented.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, and Vanderhoek
Nays:	None
Abstain:	None
Absent:	Westhoff. Motion carried.

c. Approval of policy changes

i. Policy 8—Community Relations

ii. Appendix 8A—Guidelines for Display Cases and Art Exhibits

Trustee DeRosa moved, seconded by Trustee Jefferson, approval of changes to Policy 8—Community Relations and Appendix 8A—Guidelines for Display Cases and Art Exhibits as presented effective October 1, 2021.

Roll call vote:

Ayes: Boland, Brauer, DeRosa, Jefferson, Snyder, and Vanderhoek

Nays: None

Abstain: None

Absent: Westhoff. **Motion carried.**

9. President's report

a. Review of Board Advocacy Activities

President Snyder reported that he planned to attend the Hoffman Estates Chamber of Commerce legislative update lunch, but this was changed to a virtual meeting and he could not attend due to technical difficulties.

b. Discharge Minutes Review Committee

President Snyder discharged the Minutes Review Committee.

10. Treasurer's Report

Trustee Vanderhoek reviewed the Finance Manager's highlights of expenses for the month ending August 31, 2021, and noted the grant income received.

11. Director's report

Executive Director Dilger shared positive comments regarding the Library renovation and noted there have been some negative comments as well. Dilger reviewed circulation statistics that showed that circulation is back up to normal, but door counts are not. Electronic circulation is 20 percent of the total circulation.

a. Strategic plan report

Executive Director Dilger reported that there continues to be activity under each strategic plan area even during the COVID pandemic. The next plan is to get feedback on whether the framework still fits going forward.

b. Consideration of vaccine mandates

Executive Director Dilger advised that President Biden recently enacted COVID vaccine mandates for federal employees and private businesses with more than 100 employees. While the Library doesn't fall under these, other libraries are considering a vaccine policy with an option for employees to show they are fully vaccinated or take a weekly COVID test. Trustees discussed a vaccine mandate

policy and were in favor of such a policy. Dilger said she would draft a policy and present it to the Policy Committee.

c. Summer reading program wrap-up report

Youth & Teen Services Manager Kathy Burns reported that members seemed happy to come in the Library for the Summer Reading Program and to participate in outdoor activities. They also loved the Color Your World T-shirts. She thanked the Friends of the Library for their support and all who helped make it happen. Library associate Kaitlin Mathers reviewed the participation statistics from the program and reported there was an increase in every level of participation over last year, including registrations, completions, and number of books read.

12. Committee reports

a. Building Renovation Committee

Committee Chair Vanderhoek reported that the committee met on September 2 and discussed the main renovation, branch renovation, and garage lighting. The next meeting will be October 7 at 4:00 p.m. at the Library.

b. Director's Evaluation Committee

President Snyder reported that the next meeting will be October 5 at 6:00 p.m. at the Library.

c. Finance Committee

Trustee Vanderhoek reported that the Finance Committee met on September 7 and reviewed the budget and appropriations ordinance, interfund transfers, and procedural changes. The next meeting will be October 5 at 4:30 p.m. The committee will review the PMA cash flow analysis and investments.

d. Policy Committee

Trustee DeRosa reported that Policy Committee met September 2. The next meeting will be October 4 at 9:00 a.m. The committee will review Policy 4—Library Administration and its appendices.

e. Succession Plan Committee

Trustee Brauer reported that feedback was requested by August 30 and none was received. The succession plan has been uploaded to Trustee documents. President Snyder discharged this committee.

13. Consent agenda

a. Approval of Minutes

- i. Building Renovation Committee meeting of August 5, 2021
- ii. Policy Committee meeting of August 5, 2021
- iii. regular meeting of August 17, 2021
- iv. Building Renovation Committee meeting of September 2, 2021
- v. Policy Committee meeting of September 2, 2021
- vi. Finance Committee meeting of September 7, 2021

b. Approval of Warrant 2022-03 in the amount of \$869,948.54

Trustee Brauer moved, seconded by Trustee Vanderhoek, that the consent agenda be approved as amended.

Roll call vote:

Ayes:	Boland, Brauer, DeRosa, Jefferson, Snyder, and Vanderhoek
Nays:	None
Abstain:	None
Absent:	Westhoff. Motion carried.

14. Correspondence

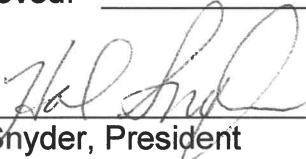
Trustee Vanderhoek received mail from the Palatine Historical Society, which has added a new Little Free Library outside the Clayson House.

15. Adjournment

President Snyder adjourned the meeting at 8:43 p.m.

Approved: _____

10-19-21



Hal Snyder, President



Jeffrey Westhoff, Secretary

